

TOWN OF WALPOLE - ZONING BOARD OF APPEALS

REQUIREMENTS FOR FILING APPLICATION

WITH TOWN CLERK AND BOARD OF APPEALS

The requirements listed below must be complied with before filing an application with the Board of Appeals:

1. An abutters list from the Assessors must be filed with the application (form enclosed).
2. Five (5) copies (Special Permit and Variance) or nine (9) copies (Special Permit - Section 10) of a drawing to scale showing property lines and dimensions; names of streets; zoning district; north point; location of all existing and proposed buildings and their percentage of lot coverage; present use of property; names of owners and location of buildings on abutting property and their distance from buildings on the petitioner's property; required parking (if any); entrance; exits; driveways, etc. pertinent to the granting of the Variance or Special Permit, shall be shown; all proposed changes must be shown in red. **Plans must be certified by a Registered Professional Engineer or a Registered Land Surveyor.**

It shall be the responsibility of the applicant when submitting either plans or record or informational drawings to the Zoning Board of Appeals to ensure that said plans and drawings are up-to-date. The date of issue shall be affixed to the sheet and be clearly identified in the title box or in the lower right hand corner of the sheet. If subsequent revisions are made, the date and description thereof shall likewise appear above the issue date in the title box or in the lower right hand corner of the sheet. Each revision shall be numbered consecutively in ascending order, and clearly described in the title box and the revision number shown in the location(s) on the sheet where a change or changes have been made.

It may be advisable for applicants submitting plans relating to large undeveloped tracts of land to include existing and proposed topographical data and drainage provisions.

3. The application is to be signed by the owner (or if by a representative, evidence of such consent is to be filed), the applicant, and the Zoning Enforcement Officer.
4. Describe clearly and in detail the relief requested from the Board of Appeals (include appropriate section from the Zoning By-Laws).
5. The filing fee (see Fee Schedule) must be paid to the Secretary of the Board of Appeals before the application is filed with the Town Clerk.
6. A check made out to the **Walpole Times** in the amount of **\$55** must be submitted with the application.
7. Application will be time-stamped by the Town Clerk when the above requirements have been complied with. The applicant will then file the application with the Board of Appeals.